

## Job Detail

Staff Level

Position Title	HR and General Affairs Assistant
Company Name	EXO Travel Japan K.K.
Activated / Updated	2024-05-09 / 2024-05-09
Job Type	General Affairs/HR/Legal - General Affairs Hospitality Business Specialists - Travel Industry Related
Industry	Tourism/Hotels, Lodging/Restaurant, Food Services
Location	Asia Japan Tokyo
Job Description	General affairs 1) Reception duties (answering telephone calls, mail, and courier services) 2) Management of in-house equipment (office supplies, coffee server) 3) Management of attendance management system 4) Management of entry and exit documents 5) Arrangement of service apartments and employee accommodation 6) Support for other HR-related general affairs
Company Info	We are expanding our business scale in response to the increase in inbound demand. Over 80% of our employees are foreign nationals, and 75% are female. You can work in an international atmosphere while improving your English skills.
Working Hours	9:30 - 18:00
Qualifications	2nd Class Hygiene Manager Qualification
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Native Level
Salary	JPY - Japanese Yen Under JPY 3500K
Job Contract Period	full-time employee
Nearest Station	3 minutes walk from Tokyo Metro Akasaka Station